

ELECTRONIC FILING INSTRUCTIONS FOR COMMITTEES

In order to get started filing your C-3 and C-4 reports electronically, you will need to do the following:

1. Complete and mail to the PDC an accurate & current registration form (C-1PC), if you haven't already done so.
2. Complete and mail to the PDC a signature authorization document and a password document. Faxes will not be accepted because we need to have an original signature on file. Sample forms can be found on pages 2-3.
3. Once the PDC has received your signature authorization, password document, AND registration form (C-1 or C-1PC), we will send you your Filer ID via e-mail.

Although the ORCA software will allow you to prepare a C-1PC Committee Registration Statement, these forms are not being accepted electronically. These forms must be submitted on paper. The only forms that can be submitted electronically with ORCA are C-3s and C-4s, including any attachments that go with those forms (Sch. A, Sch. B., Sch. L, Auction Reports, etc...).

NOTE: It is your responsibility to print out and file all necessary campaign finance reports with your county auditor or county elections officer.

[Download ORCA Software](#)

Your comments about the software, the user's guide, and the entire electronic filing process are very important to us. We welcome your feedback.

****SAMPLE LETTER FOR SIGNATURE AUTHORIZATION FOR POLITICAL COMMITTEES****

NOTE: Please don't print out this page and submit it "as is". This is only a sample of what your signature authorization document should look like. You should use it as a template to create your own signature authorization document. Also, if you have official committee letterhead, please use it. Otherwise, include a statement in the letter stating that no letterhead is currently in use.

[DATE]

Washington State Public Disclosure Commission
P.O. Box 40908
Olympia, WA 98504-0908

This document serves as an official signature authorization form for the purpose of filing electronic reports for [ENTER THE COMMITTEE NAME].

You may contact me at [ENTER E-MAIL ADDRESS AND PHONE NUMBER HERE].

I represent that I have the authority to sign PDC reports for the above-named committee, certifying that the information contained in the reports is true and correct to the best of my knowledge.

Sincerely,

(Treasurer's Signature)

(Deputy Treasurer's Signature)

(Print Treasurer's Name)

(Print Deputy Treasurer's Name)

****SAMPLE PASSWORD DOCUMENT FOR POLITICAL COMMITTEES****

NOTE: Please don't print out this page and submit it "as is". This is only a sample of what your password document should look like. You should use it as a template to create your own password document.

Please print or type

Electronic Filing Passwords for [Committee]

The treasurer's name is: _____

The treasurer's password is: _____

The deputy treasurer's name is: _____

The deputy treasurer's password is: _____

Create a password for the treasurer and one for the deputy treasurer and mail them with your signature authorization. Each password should be at least 3, but no more than 10, characters in length. You may use letters or numbers or a combination of both. Also you may use upper and/or lower case letters, but keep in mind that passwords are case sensitive. The PDC's electronic filing system will use your unique passwords and Filer ID to digitally encrypt and sign your electronic reports.

Send to:
Public Disclosure Commission
P.O. Box 40908
Olympia, WA 98504-0908

NOTE: WEDS requires two passwords to electronically file, so if there is only one authorized signer, that person must have two passwords.

It is your responsibility to protect your passwords!